

Regular Meeting of the Trousdale County Board of Education

Thursday, June 20, 2024

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 6:02 PM.

Robert Atwood: Absent

Deanna Bode: Present

John Kerr: Present

Racheal Petty: Present

Barbara Towns: Present

1. AGENDA:

1.A. Call to Order – John Kerr, Chairman

1.B. Invocation – John Kerr, Chairman

1.C. Pledge of Allegiance – Deanna Bode, Board Member

1.D. Time for Public Comment – Ms. Lexi Melton, a resident of Trousdale County, introduced herself as a candidate for State Senate. She stated that her goal was to protect public schools and that she was opposed to any school voucher legislation. She noted that she is running unopposed in the democratic primary election that will be held in August.

1.E. Invitation for audience to address items on the Agenda

1.F. Approval of the Agenda for June 20, 2024

Approval of the June 20, 2024, Agenda passed with a motion by Racheal Petty and a second by Barbara Towns.

Barbara Towns: Yea

Deanna Bode: Yea

John Kerr: Yea

Racheal Petty: Yea

Robert Atwood: Absent

2. CONSENT AGENDA:

2.A. Approval of Consent Agenda for June 20, 2024

Approval of the June 20, 2024, Consent Agenda passed with a motion by Racheal Petty and a second by Barbara Towns.

2.B. Approval of Minutes from May 16, 2024

2.C. Approval of Middle School Cheerleading Fundraiser - Calendar Sponsorship – Attachment A

2.D. Approval of Middle School Cheerleading Fundraiser - Youth Cheer Camp – Attachment B

2.E. Approval of Middle School Football Fundraiser – Attachment C

2.F. Approval of Food Service Manager(s) Wage & Hour Re-adjustments for 2024-25 – Attachment D

2.G. Approval Budget Amendment 141-71100 Regular Instruction Program - Retirement Stabilization Reserve

Amend the 2023-24 141 General Purpose School Budget by debiting line item Expenditures. Amendments are to include:

DEBIT EXPENDITURES	71100	Regular Instruction Program		
	204	Pensions		121,000.00
	71200	Special Education Program		
	204	Pensions		12,000.00
	71300	Vocational Education Program		
	204	Pensions		8,000.00
	72120	Health Services		
	204	Pensions		7,750.00
	72130	Other Student Support		
	204	Pensions		3,000.00
	72210	Regular Instruction Program		
	204	Pensions		6,150.00
	72410	Office of the Principal		
	204	Pensions		5,600.00
	73400	Early Education Program		
	204	Pensions		3,000.00
GRAND TOTALS				\$166,500.00

Amend the 2023-24 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	71100	Regular Instruction Program		
	217	Retirement - Hybrid Stabilization		121,000.00
	71200	Special Education Program		
	217	Retirement - Hybrid Stabilization		12,000.00
	71300	Vocational Education Program		
	217	Retirement - Hybrid Stabilization		8,000.00
	72120	Health Services		
	217	Retirement - Hybrid Stabilization		7,750.00

	72130	Other Student Support		
	217	Retirement - Hybrid Stabilization		3,000.00
	72210	Regular Instruction Program		
	217	Retirement - Hybrid Stabilization		6,150.00
	72410	Office of the Principal		
	217	Retirement - Hybrid Stabilization		5,600.00
	73400	Early Education Program		
	217	Retirement - Hybrid Stabilization		3,000.00
GRAND TOTALS				\$166,500.00

2.H. Approval Budget Amendment 141-72120 Health Services

Amend the 2023-24 141 General Purpose School Budget by debiting line item Expenditures.
Amendments are to include:

DEBIT EXPENDITURES	72120	Health Services		
	499	Other Supplies and Materials		2,600.00
	524	In-Service / Staff Development		1,200.00
GRAND TOTALS				\$3,800.00

Amend the 2023-24 141 General Purpose School Budget by crediting line item Expenditures.
Amendments are to include:

CREDIT EXPENDITURES	72120	Health Services		
	399	Other Contracted Services		3,800.00
GRAND TOTALS				\$3,800.00

2.I. Approval Budget Amendment 141-72710 Transportation

Amend the 2023-24 141 General Purpose School Budget by debiting line item Expenditures.
Amendments are to include:

DEBIT EXPENDITURES	72710	Transportation		
	412	Diesel Fuel		7,000.00
GRAND TOTALS				\$7,000.00

Amend the 2023-24 141 General Purpose School Budget by crediting line item Expenditures.
Amendments are to include:

CREDIT EXPENDITURES	72120	Health Services		
	338	Maintenance and Repair Services - Vehicles		6,000.00
	433	Lubricants		1,000.00
GRAND TOTALS				\$7,000.00

- 2.J. Approval FY25 Federal Project Budgets – Attachment E**
- 2.K. Approval FY25 143 Food Service Budget – Attachment F**
- 2.L. Approval 2024-25 Food Service Bids – Attachment G**
- 2.M. Approval TSBA Policy Revision 1.501 Visitors to the School – Attachment H**
- 2.N. Approval TSBA Policy Revision 1.800 School Calendar – Attachment I**
- 2.O. Approval TSBA Policy Revision 2.403 Surplus Property Sales – Attachment J**
- 2.P. Approval TSBA Policy Revision 2.806 Bids and Quotations – Attachment K**
- 2.Q. Approval TSBA Policy Revision 3.202 Emergency Preparedness Plan – Attachment L**
- 2.R. Approval TSBA Policy Revision 3.205 Security – Attachment M**
- 2.S. Approval TSBA Policy Revision 3.400 Student Transportation Management – Attachment N**
- 2.T. Approval TSBA Policy Revision 4.201 Class Size Ratios – Attachment O**
- 2.U. Approval TSBA Policy Revision 4.213 Family Life Education – Attachment P**
- 2.V. Approval TSBA Policy Revision 4.301 Interscholastic Athletics – Attachment Q**
- 2.W. Approval TSBA Policy Revision 4.403 Library Materials – Attachment R**
- 2.X. Approval TSBA Policy Revision 4.600 Grading System – Attachment S**
- 2.Y. Approval TSBA Policy Revision 4.603 Promotion and Retention – Attachment T**
- 2.Z. Approval TSBA Policy Revision 5.307 Physical Assault Leave – Attachment U**
- 2.AA. Approval TSBA Policy Revision 5.701 Substitute Teachers – Attachment V**
- 2.AB. Approval TSBA Policy Revision 5.802 Qualifications & Duties of the Director of Schools – Attachment W**
- 2.AC. Approval TSBA Policy Revision 6.203 School Admissions – Attachment X**
- 2.AD. Approval TSBA Policy Revision 6.318 Admission of Suspended or Expelled Students – Attachment Y**
- 2.AE. Approval TSBA Policy Revision 6.300 Code of Conduct – Attachment Z**
- 2.AF. Approval TSBA Policy Revision 6.309 Zero Tolerance Offenses – Attachment AA**
- 2.AG. Approval TSBA Policy Revision 6.316 Suspension – Attachment BB**
- 2.AH. Approval TSBA Policy Revision 6.409 Reporting Child Abuse – Attachment CC**

3. SCHOOL DISTRICT HIGHLIGHTS: Summer Learning Camp – Dr. Satterfield stated that Mr. Gulley will later report about the successes of the district’s summer learning camp in which the State Department of Education spent the entire day in the school video interviewing our staff, students, and parent with which the state department will be making a summer learning camp training video. Dr. Satterfield noted that only three school districts were selected to be featured in the summer learning camp video.

4. PRINCIPALS' REPORTS:

4.A. Trousdale County Elementary School - Ms. Badru reported on the work that is presently being done in preparation for the upcoming school year as the janitors work around summer learning camp. She stated the work on the new roof has presented some challenges; however, she is excited about getting a much needed new roof. Ms. Badru added that the most recent administration training held at Fall Creek Falls provided an insightful poverty simulation training that demonstrates the challenges that many of our families experience on a daily basis just to get their students to school.

4.B. Jim Satterfield Middle School - Mr. Gulley highlighted the summer learning camp program and today’s state department video process. He noted the real highlight is to hear parents speak about how the summer learning camp experiences have positively impacted their students’ learning over the last several summers. Mr. Gulley added that summer learning camp has had a successful year, noting that there have been few student or staff absences.

Mr. Gulley reported on the transitioning processes with the Board including his goals and aspirations for both teachers and students. He noted the high interest in the school’s extracurricular activities by adding that the most recent volleyball tryouts had nearly (50) students trying out for (20) slots.

4.C. Trousdale County High School – Mr. McCall said that he is excited about his new appointment as Principal at the high school as well as Mr. Gulley’s opportunity to lead the middle school. He outlined the transitioning process including the school’s most recent safety assessment and the hiring process of the new football coach, Kyle Gregory. Mr. McCall discussed the most recent Leadership Conference that principals had attended at Fall Creek Falls. He noted how much our school district is ahead of other districts which seem to be catching up to the initiatives that are already being utilized in our school system.

4.D. Student School Board Representative

5. DIRECTORS' REPORT:

5.A. Employment Notifications

Gregory, Kyle	Head Varsity Football Coach SpEd Teacher, Head Varsity Softball
Link, Sean	Coach
McMillian, Rebecca	Teacher, Elementary School
Puza-Smith, Christina	Teacher, High School
Kuhn, Donald	Principal, High School - non-renewed
Crook, Victoria	Cook, Middle School - non-renewed
Hampton, Ashley	Cook, Elementary School - non-renewed
Mackey, Maranda	Cook, Elementary School - non-renewed
Schiffer, Rachel	Cook, Elementary School - non-renewed
McKee, Elizabeth	EA, Elementary School - non-renewed
Restina, Kaycee	EA, Elementary School - non-renewed

5.B. Academic and Goal Updates - Dr. Satterfield updated the Board about the summer learning camp which concludes next week. He highlighted the importance of the end of camp post-tests for third graders and the role the assessments play in the TN Literacy Success Act. He stated that high school credit recovery concluded on June 14. He updated the Board about staffing changes and the process and timelines for which he anticipates that includes a prioritization of administrators, teachers, coaches, and support staffs.

5.C. Project Updates – Dr. Satterfield updated the Board about the roof replacement project that that is scheduled to begin elementary school. He stated that the pre bid meeting for the new field house project is scheduled for Wednesday, June 26 with the anticipated bid opening presently scheduled for Tuesday, July 16. He stated that once the team is relocated from the present facility, only then could they begin renovating the restrooms at the football stadium.

7. NEW BUSINESS:

7.A. Visitors Code of Conduct – Attachment DD

Visitors Code of Conduct passed with a motion by Racheal Petty and a second by Deanna Bode.

Barbara Towns:	Yea
Deanna Bode:	Yea
John Kerr:	Yea
Racheal Petty:	Yea
Robert Atwood:	Absent

7.B. New Policy - 4.214 Use of Artificial Intelligence Programs – Attachment EE

Policy 4.214 Use of Artificial Intelligence Programs passed with a motion by Barbara Towns and a second by Racheal Petty.

Barbara Towns: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Absent

7.C. New Policy - 6.4052 Opioid Antagonist – Attachment FF

Policy 6.4052 Opioid Antagonist passed with a motion by Barbara Towns and a second by John Kerr.

Barbara Towns: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Nay
Robert Atwood: Absent

7.D. Budget Amendment 143-73100 Food Service

Amend the 2023-24 143 Food Service School Budget by debiting line items expenditures. Amendments are to include:				
DEBIT EXPENDITURES	73100	Food Service		
	422	Food Supplies		2,000.00
GRAND TOTALS				\$2,000.00
Amend the 2023-24 143 Food Service School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	73100	School Food Service Program		
	336	Maintenance and Repair Services - Equipment		2,000.00
GRAND TOTALS				\$2,000.00

Budget Amendment 143-73100 Food Service passed with a motion by Racheal Petty and a second by Barbara Towns.

Barbara Towns: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Absent

8. ACCOUNT ANALYSIS:

9. VENDOR CHECKS:

10. EXPENDITURES & ENCUMBRANCES:

11. ADJOURN:

Motion to Adjourn, passed with a motion by Racheal Petty and a second by Deanna Bode.

Barbara Towns: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Absent



Chairperson



Director of Schools



Trousdale County Schools

Request for Fundraising Activity

School: ☐ TCES ☒ JSMS ☐ TCHS

Attachment A

Student Group/Activity: JSMS Cheerleading

Net Amount Expected/Goal: m < \$496 per girl

Specific Purpose of the Fundraiser:

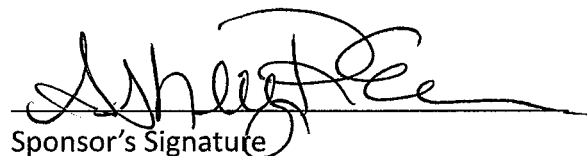
The purpose of this fundraiser, is to help lower the individual/itemized cost for middle school cheerleaders. Each cheerleader will spend about \$500 out of pockets to purchase uniform essentials (shoes, bloomers, pom poms, ect..) from Varsity. This fundraiser is designed to help ease this financial burden, and ensure our program is accessible and affordable for all interested parties.

Specific Use of the Funds Acquired:

Cheerleaders will use the provided calendar to request donations from family, friends, and community members throughout the summer. Each girl, has the potential to raise \$496. All money raised will be credited to each individual's varsity account.

Describe how students will be involved in the fundraising activity:

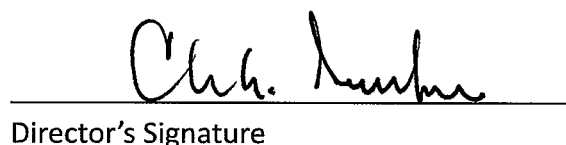
Middle school cheerleaders will sell July calendar days, throughout the summer months. Cheerleaders will be encouraged to focus on family and friends for this fundraising event.


Sponsor's Signature

5/16/24
Date


Principal's Signature

6/19/24
Date


Director's Signature

6/21/24
Date

Board Approved: 6/20/24



Trousdale County Schools

Request for Fundraising Activity

School: ☐ TCES

☒ JSMS

☐ TCHS

Attachment B

Student Group/Activity: JSMS Cheer Squad - Youth Cheer Summer Camp

Net Amount Expected/Goal: m < \$2500 (typically brings in about \$800)

Specific Purpose of the Fundraiser:

This fundraising event will help offset the cost of new cheer uniforms. New cheer uniforms cost about \$5000 for a full set/team. The goal of this annual event, is to continue building up our funds to ensure new uniforms and uniform replacements can be purchased as needed, without passing that cost on to our parents.

Specific Use of the Funds Acquired:

Money raised will be used to purchase new and replacement uniforms for the middle school cheer squad.

Describe how students will be involved in the fundraising activity:

The JSMS Cheerleading squad will host a 1 day youth cheer summer camp at TCHS. The camp will be open to all Trousdale County students in grades K-5. The camp will be held July 13, from 10:00 am-4:00 pm. During this one day event, campers will learn a halftime routine (a cheer and a dance), and be given the opportunity to perform this routine during a very special halftime performance at our youth night home game. This event has been wonderful in the past and is a great opportunity for our community to see the wonderful work our cheer program is doing.

Sponsor's Signature

Date

Principal's Signature

Date

Director's Signature

Date

Board Approved:

6/20/24



Trousdale County Schools Request for Fundraising Activity

Attachment C

School: ☐ TCES

☒ JSMS

☐ TCHS

Student Group/Activity:

JSMS Football

Net Amount Expected/Goal:

\$1,500

Specific Purpose of the Fundraiser:

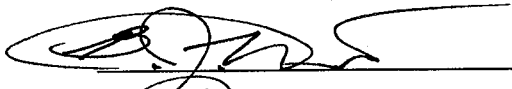
JSMS Football will be partnering with BSN to construct a Team-Shop online store where a t-shirt will be sold. The t-shirt will be designed by JSMS Football and sold to the public. JSMS Football will receive 50% profit.

Specific Use of the Funds Acquired:

White Game Pants purchase.
Bus Transportation for 2024 Season

Describe how students will be involved in the fundraising activity:


No Student Involvement... this will be utilizing a BSN Team Shop online store. It will be a community fundraiser.


Sponsor's Signature

5/20/2024
Date


Principal's Signature

6/19/24
Date


Director's Signature

6/21/24
Date

Board Approved:

6/20/24

JOB DESCRIPTION	FY24 Salaries	Days Budgeted	FY25 Proposed Salaries *includes 5% raise
Finance Supervisor - Central Office	61,154.82	261	64,212.56
Food Service Finance	4,888.21		5,132.62
Finance Assistant- Central Office	40,667.43	261	42,700.80
Attendance Supervisor	7,332.31		7,698.93
Food Service Assistant	2,444.11		2,566.32
Administrative Assistant - Central Office	30,055.79	261	31,558.58
Attendance Assistant	4,888.21		5,132.62
Elementary Instructional Coach	16,000.00	90	20,000.00
Board Member - Work Session	90.30 per meeting		No Change
Board Member - Board Meeting	118.65 per meeting		No change
Technology Coordinator	67,448.04	261	70,820.44
Technology Assistant	20.24/hr	261	21.25/hr
Coordinated School Health Supervisor	60,344.50	261	63,361.73
Food Service Supervisor	18,861.30	200	14,804.37
Coordinated School Health Secretary	20,031.00	200	21,032.55
Food Service Procurement	16,970.65	200	22,819.18
School Nurse LPN	35,251.46	200	37,014.03
School Nurse RN	42,917.69	200	45,063.57
School Nurse Assistant		192	0.00
Athletic Trainer	56,700.00	261	59,535.00
Afterschool / Detention Teacher	25.00/hr	180	No change
Attendance Clerk - ES	20,031.31	200	21,032.88
Attendance Clerk - MS	20,031.31	200	21,032.88
Attendance Clerk - HS	20,591.78	200	21,621.37
Bookkeeper - ES	20,031.31	200	21,032.88
Bookkeeper - MS	20,031.31	200	21,032.88
Bookkeeper - HS	25,885.15	220	27,179.41
Secretary - ES	25,267.99	220	26,531.39
Educational Assistant	16,686.68	192	17,521.01
Guidance Assistant - HS	20,029.94	190	21,031.44
GYO Apprentice	14.48/hr	Variable	15.20/hr
Non-Certified Full-Time Substitute Teacher	16,686.68	192	17,521.01
Substitute Teachers (certified)	85.00/day		No change
Substitute Teachers (non-certified)	75.00/day		No change
Homebound Teacher	25.00/hr		No change
Maintenance Supervisor (School)	35,969.26	261	40,876.06
Maintenance/Transportation Personnel	41,930.37	261	44,026.89
Maintenance Personnel	24,274.37	261	25,488.09
Janitor (School)	13.65/hr	261	16.00/hr
Janitor (part-time)	13.65/hr	180	16.00/hr
Summer Maintenance	10.50/hr		No change
Field Maintenance \$9.00 per hour	9.00 per hr		No change
Football	3,000.00		
Softball	1,000.00		
Baseball	2,000.00		
Bus Drivers	109.20/day	180	114.66/day
Full-time Sub Bus Driver	109.20/day	180	114.66/day
TCAT Bus Driver	109.20/day	180	114.66/day
Bus Monitor	40.00/day	180	42.00/day
TCES Crossing Guard	25.00 per monitoring	180	No change
Sp.Ed. Van driver - part-time	60.00/trip		No change
Substitute Bus Driver	54.60/54.60		57.33/57.33

2024-25 Non-Cert Salaries for Board Approval_Revised_June 2024

*Cook (part-time)	13.65/hr	180	16.00/hr	
*Cafeteria Mangager (HS,MS)	136.17/day	210	175.36/day	6/20/2024
*Cafeteria Manager (ES)	153.01/day	190	169.75/day	
Afterschool Project Coordinator	12,025.00		12,025.00	
Afterschool Desk Clerk/Nurse	25.00/hr		25.00/hr	
Afterschool Tutor	25.00/hr		25.00/hr	
Afterschool Enrichment Teacher	25.00/ hr		25.00/hr	
Afterschool Bus Driver	30.00/day		30.00/day	
Afterschool Team Teacher	22.41/hr or applicable overtime wage		25.00/hr	
Afterschool Student Apprentice	10.00/hr		10.00/hr	
Afterschool Data Assistant	10.00/hr (or normal hourly wage + applicable overtime wage		10.00/hr (or normal hourly wage + applicable overtime wage	

Trousdale County Schools
FY25 Federal Projects Budgets

Subfund 011: Consolidated Administration

	Revenues	Expenditures
47141 Title I Grants to LEAs	\$55,377.76	
47189 Eisenhower Professional Dev Grants	\$4,016.89	
47147 Safe and Drug-free Schools State Grants	\$430.87	
72210 Regular Instruction Program		
105 Supervisor		\$52,473.92
201 Social Security		\$3,253.38
204 Pensions		\$3,337.34
212 Employer Medicare		\$760.88
	<u>\$59,825.52</u>	<u>\$59,825.52</u>

Subfund 102: Title IA

47141 Title I Grants to LEAs	\$221,511.05	
71100 Regular Instruction Program		
163 Educational Assistants		\$131,435.00
201 Social Security		\$8,150.00
204 Pensions		\$8,057.00
207 Medical Insurance		\$14,200.00
212 Employer Medicare		\$1,910.00
429 Instructional Supplies		\$7,000.00
499 Other Supplies and Materials		\$1,000.00
722 Regular Instruction Equipment		\$10,496.05
72210 Regular Instruction Program		
599 Other Charges		\$5,800.00
73400 Early Childhood Education		
163 Educational Assistants		\$18,160.00
201 Social Security		\$1,125.00
204 Pensions		\$1,115.00
207 Medical Insurance		\$9,800.00
212 Employer Medicare		\$263.00
429 Instructional Supplies and Materials		\$1,000.00
499 Other Supplies and Materials		\$1,000.00
790 Other Equipment		\$1,000.00
	<u>\$221,511.05</u>	<u>\$221,511.05</u>

Subfund 202: Title IIA

47189 Eisenhower Professional Development State Grants	\$55,715.32	
72210 Support Services - Regular Instruction		
399 Other Contracted Services		\$53,690.32
524 Inservice/Staff Development		\$1,750.00
599 Other Charges		\$275.00
	<u>\$55,715.32</u>	<u>\$55,715.32</u>

Subfund 440: Title IV

47147 Safe and Drug-free Schools State Grants	\$21,162.60	
71100 Regular Instruction Program		
429 Regular Instruction Equipment		\$1,668.22
72120 Health Services		
399 Other Contracted Services		\$4,494.38
72130 Support Services - Regular Instruction		
499 Other Supplies and Materials		\$15,000.00
	<u>\$21,162.60</u>	<u>\$21,162.60</u>

Subfund 802: Carl Perkins

47131 Vocational Education Grants	\$26,910.29	
71300 Vocational Education Program		
429 Instructional Supplies		\$6,243.75
471 Software		\$3,900.00
730 Vocational Instruction Equipment		\$5,480.75
72130 Other Student Support		
524PD Inservice/Staff Development		\$4,002.89
599C Other Charges (CTSO)		\$5,180.00
72230 Vocational Education Program		
524 Inservice/Staff Development		\$2,102.90
	<u>\$26,910.29</u>	<u>\$26,910.29</u>

Subfund 902: IDEA

47143 Special Education Grants to States	\$356,387.00	
71200 Special Education Program		
116 Teachers		\$117,765.00
128 Homebound Teachers		\$1,000.00
163 Educational Assistants		\$52,039.87
189 Other Salaries and Wages		\$6,334.13
201 Social Security		\$14,800.00
204 Pensions		\$16,500.00
207 Medical Insurance		\$51,250.00
212 Employer Medicare		\$3,500.00
429 Instructional Supplies		\$2,000.00
499 Other Supplies and Materials		\$1,000.00
725 Special Education Equipment		\$2,000.00
72220 Special Education Program		
105 Supervisor		\$17,802.00
201 Social Security		\$1,104.00
204 Pensions		\$1,133.00
212 Employer Medicare		\$259.00

312 Contracts with Private Agencies	\$45,000.00	
322 Evaluation and Testing	\$1,000.00	
355 Travel	\$100.00	
499 Other Supplies and Materials	\$1,000.00	
524 Inservice/Staff Development	\$15,000.00	
790 Other Equipment	\$3,000.00	
72710 Transportation		
338 Maintenance and Repair Services - Vehicles	\$1,700.00	
433 Lubricants	\$250.00	
450 Tires and Tubes	\$750.00	
453 Vehicle Parts	\$100.00	
	<u>\$356,387.00</u>	<u>\$356,387.00</u>

Subfund 912: IDEA Pre-School

47145 Special Education Preschool Grants	\$11,592.00	
71200 Special Education Program		
429 Instructional Supplies	\$2,520.00	
725 Special Education Equipment	\$1,000.00	
72220 Support Services - Special Education Program		
312 Contracts with Private Agencies	\$8,072.00	
	<u>\$11,592.00</u>	<u>\$11,592.00</u>

Hartsville/Trousdale County Government
School Food Service Fund
Statement of Proposed Operations
For the Fiscal Year Ending June 30, 2025

Attachment F

Account No.	Description	Actual 2022-23	Estimated 2023-24	Estimated 2024-25
43000	<u>Estimated Revenues</u>			
43521	Student Lunch	-	-	-
43522	Adult Meals	16,993	13,600	13,000
43523	Student Breakfast	-	-	-
43524	Special Milk Sales	-	-	-
43525	Ala Carte	37,290	38,250	38,000
43990	Other Charges for Services	-	-	-
	Total Charges for Current Services	54,283	51,850	51,000
44000	<u>Other Local Revenues</u>			
44165	Commodity Rebates	3321	1880	1700
44170	Miscellaneous Refunds	220	0	0
	Total Recurring Items	3541	1880	1700
44500	<u>Nonrecurring Items</u>			
44520	Insurance Recovery	0	0	0
44530	Sale of Equipment	0	0	0
	Total Nonrecurring Items	0	0	0
46000	<u>State of Tennessee</u>			
46520	School Food Service	7,750	8,980	7,800
	Total State Education Funds	7,750	8,980	7,800
47100	<u>Federal Through State</u>			
47111	USDA School Lunch Program	679,111	615,000	600,000
47112	USDA Commodities	73,796	73,151	91,017
47113	Breakfast	317,577	305,000	298,000
47114	USDA - Other	111,440	55,000	53,000
	Total Federal Government	1,181,924	1,048,151	1,042,017
49000	<u>Other Sources (non-revenue)</u>			
49700	Insurance Recovery	0	0	0
49800	Transfers In	112,000	0	-
	Total Other Sources	\$112,000	\$0	\$0
	Total Estimated Revenues	1,359,498	1,110,861	1,102,517

Hartsville/Trousdale County Government
School Food Service Fund
Statement of Proposed Operations
For the Fiscal Year Ending June 30, 2025

Account No.	Description	Actual 2022-23	Estimated 2023-24	Estimated 2024-25
73000	<u>Operation of Non-Instructional Services</u>			
73100	<u>Food Service</u>			
105	Supervisor/Director	18,407	19,722	14,918
119	Accountant/Bookkeeper	8,483	9,477	7,700
132	Materials Supervisor	16,286	17,101	22,995
162	Clerical Personnel	81,173	86,775	91,111
165	Cafeteria Personnel	221,863	244,500	337,440
189	Other Salaries/Wages	4,709	6,500	14,080
201	Social Security	20,939	23,000	27,000
204	State Retirement	16,980	21,500	30,000
207	Medical Insurance	57,549	71,500	81,000
212	Employer Medicare	4,897	5,300	7,080
332	Legal Notices	160	213	200
336	Maintenance & Service (Equipment)	10,647	12,000	11,500
348	Postal Charges	0	0	100
399	Other Contracted Services	5,513	7,133	7,850
422	Food Supplies	540,822	600,000	630,000
435	Office Supplies	392	100	750
469	USDA - Commodities	73,796	73,151	91,017
499	Other Supplies and Materials	38,700	40,000	42,000
524	In Service/Staff Development	2,461	667	1,000
599	Other Charges	1,935	460	1,000
701	Administration Equipment	10,938	2,205	1,500
710	Food Service Equipment	9,241	184,960	5,000
	Total Food Service	1,145,891	1,426,264	1,425,241
<hr/>				
	Total Estimated Expenditures	1,145,891	1,426,264	1,425,241
<hr/>				
Excess (Deficiency) of Estimated Revenues				
	Over Estimated Expenditures	\$213,607	(\$315,403)	(\$322,724)
<hr/>				
Estimated Net Change in Fund Balance		213,607	-315,403	-322,724
Estimated Fund Balance, July 1		585,984	799,591	484,188
<hr/>				
Estimated Fund Balance, June 30		\$799,591	\$484,188	\$161,464

**Trousdale County Board of Education
Food Services Department
103 Lock Six Road Hartsville, TN 37074
(615) 374-2193**

Cafeteria Vendor Awards/Bid Renewals for 2024-2025 School Year

All bids except Produce reflect Buying Group bid prices, not Trousdale Co. Schools' costs. Please see second page for Buying Group members.

1. Request Approval: Institutional Wholesale Co. be awarded our Food/Non-Food vendor.
Original SY 20-21 Bid- \$4,062,603.46
Our estimated usage- \$480,000.00
2. Request Approval: Murfreesboro Pure Milk be awarded our Ice Cream vendor.
New Bid- \$116,284.400 (Only bidder)
Our estimated usage- \$20,000.00
3. Request Approval: Purity Dairy be awarded our Milk vendor.
Original SY 21-22 Bid- \$588,818.70
Our estimated usage- \$90,000.00
4. Request Approval: Institutional Wholesale Co. be awarded our Produce vendor.
Original SY 20-21 Bid- \$8,718.42
Our estimated usage- \$8,000.00
5. Request Renewal: Smart Mouth Pizza be awarded our Pizza vendor (High School only).
Our estimated usage- \$30,000.00 (Not bidded out for lowest price due to limited number of pizza providers in our area. Also we would need a company whose products were capable of using our equipment that is paid for. A Request for Proposal was done which is based on a scoring matrix and Smart Mouth was the only respondent.)

Thank you,
Emily Helson, Food Procurement

This institution is an equal opportunity provider.

Trousdale County Board of Education			
Monitoring: Review: Annually, in August	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date: 06/20/24
		Rescinds: 1.501	Issued: 03/15/18

1 *General*

2 Except on occasions such as school programs, athletic events, open house, and similar public events, all
3 visitors will report to the school office when entering the school and will sign-in. Authorization to visit
4 elsewhere in the building or on the school campus will be determined by the principal. Guest passes shall
5 be issued for all persons other than students and employees of the school.¹ All visitors shall be required
6 to surrender a photo ID in exchange for obtaining a guest pass which shall be returned upon exiting the
7 school.

8 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto
9 the grounds or into the school buildings during the hours of student instruction except students assigned
10 to that school, the staff of the school, parents of students, and other persons with lawful and valid business
11 on the school premises.² Other than Parent-Teacher Conferences and Open House, no other person shall
12 be allowed in corridors, classrooms, cafeterias, auditorium, or gymnasiums without the prior approval
13 of the school principal. Authorization to visit elsewhere in the school building shall be determined by
14 the principal.

15 **VISITOR CONDUCT**

16 Persons who come onto school property shall be under the jurisdiction of the Principal. Individuals who
17 come onto school property or who contact employees on school or district business are expected to
18 behave accordingly. The Director of Schools shall develop a visitor code of conduct to be presented to
19 the board attorney, and then, approved by the Board.³ This code shall prohibit the following:

- 20 1. Cursing and use of obscenities;
- 21 2. Disrupting or threatening to disrupt school or operations of the school;
- 22 3. Acting in an unsafe manner that could threaten the health or safety of others;
- 23 4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
- 24 5. Physical attacks intended to harm an individual or substantially damage property.

25 The visitor code of conduct shall be posted on the district's website as well as the school's website,
26 and copies of the code shall be provided to all teachers, counselors, administrative staff, and other
27 school employees. In addition, each school entrance shall have the visitor code of conduct posted
28 prominently along with the phone number of someone in the school's administration who can answer
29 questions about the code.

Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct, along with the phone number of someone in the school's administration who can answer questions about the code. Parent(s)/guardian(s) shall sign a statement acknowledging that they have read and understood the code of conduct.

CONSEQUENCES FOR CODE OF CONDUCT VIOLATION

The principal/designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act.²

The principal shall contact law enforcement officials when he/she believes the situation warrants such measures.

BOARD MEMBERS

Individual board members shall not use their position as a member to visit a school or classroom for the purpose of evaluation except as directed by the Board of Education.

Individual board members may visit school and/or classrooms as a parent but will be subject to the same rules and regulations that apply to any other parent.

Legal References

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406
3. Public Acts of 2024, Chapter No. 810

Cross References

Board-Community Relations 1.500
Section 504 and ADA Grievance Procedures 1.802
Vendor Relations 2.809
Safety 3.201
Security 3.205
School Volunteers 4.501
Care of School Property 6.311

Trousdale County Board of Education			
Monitoring: Review: Annually, in August	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date: 06/20/24
		Rescinds: 1.800	Issued: 09/12/96

No later than the end of the school year, the Board will adopt, upon the recommendation of the Director of Schools, an official school calendar for the succeeding school year. The calendar will identify holidays, vacation days, summer sessions, and other extensions of the school year. The calendar may be revised by the Board, upon recommendation of the Director of Schools, due to inclement weather or other factors.

The regular school year shall be 200 days¹ and scheduled as follows:

- A minimum of 180 student attendance days;
- A minimum of five (5) days in-service education for all certificated personnel;
- Two (2) day for parent-teacher conferences;
- Ten (10) days paid vacation for all certified personnel;
- Three (3) discretionary days; and
- Schools will be closed for primary and general elections.²

The director of schools shall plan each year's program accounting for the 200-day year and shall recommend it to the Board for approval. The calendar shall be distributed to the school staff at the opening of the school term.

STUDENT ATTENDANCE DAYS

When schools are closed due to emergencies or unforeseen circumstances such as epidemics or inclement weather, the time lost shall be made up to the required minimum unless otherwise approved by the State Department of Education.¹

IN-SERVICE EDUCATION

Each day of in-service education included in the school calendar shall be equivalent to not less than six (6) hours of planned activities.³

DISCRETIONARY DAYS

Three (3) discretionary days shall be included in the calendar and may be designated by the Board as student attendance days, in-service days, or administrative days which may be used by administrators, faculty, and staff for preparation for commencement of classes, record keeping, grading examinations, parent-teacher conferences, and other classroom functions.¹

Trousdale County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: 06/20/24
		Rescinds: 2.403	Issued: 04/12/07

The Director of Schools shall prepare a list of unusable items for board approval.¹ The list shall contain the following information: name of item, date of purchase, and reason for disposal.

All unusable items shall be sold to the highest bidder after advertising in a newspaper of general circulation at least seven (7) days prior to the sale.² Notice shall also be published on a news and information website in accordance with state law.³

Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools and the Board Chair shall agree in written form that the property is of no value or is of less value than five hundred dollars (\$500).⁴

If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the Board shall approve other methods of disposal.⁵

Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall approve all surplus equipment prior to the materials being disposed of at the end of the school year.

DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁶

When equipment that was purchased with federal dollars is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment shall be made as follows:

1. Items of equipment with a current per-unit fair market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or
2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold, and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007(b)
3. Public Acts of 2024, Chapter No. 793
4. TCA 49-6-2007(d)
5. TCA 12-2-403(a)
6. 2 CFR § 200.313(e)

Cross References

Duties of Officers 1.201
Inventories 2.702
Textbooks and Instructional Materials 4.400

Trousdale County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 06/20/24
		Rescinds: 2.806	Issued: 07/21/22

1 All purchases of supplies, materials, equipment, and contractual services in excess of twenty-five
2 thousand dollars (\$25,000), including those of individual schools, shall be based on competitive bids.¹
3 These bids shall be solicited by advertisement in a newspaper of general circulation within the school
4 district and by publication on a news and information website in accordance with state law.² The
5 purchasing agent shall advertise for bids and receive quotations. The advertisement may be waived by
6 the purchasing agent in an emergency.³

7 All purchases of twenty-five thousand dollars (\$25,000) or less, including those of individual schools,
8 may be made in the open market without newspaper notice but shall, whenever possible, be based on at
9 least three (3) competitive bids.³

10 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or
11 all bids or any part of any bid, and if applicable, to accept the bid which is best as evidenced by reasons
12 relative to the purpose of the purchase.⁴ Any bid may be withdrawn prior to the scheduled time for the
13 opening of bids. Any bid received after the time and date specified shall not be considered.

14 The bidder to whom the award is made may be required to enter into a written contract.

15 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding
16 or other purchasing procedures is strictly prohibited.

17 **EXEMPTIONS FROM COMPETITIVE BIDDING**

18 Contracts for legal services, educational consultants, services from an insurance producer, and similar
19 services by professional persons or groups of high ethical standards shall not be based upon
20 competitive bids but shall be awarded on the basis of recognized competence and integrity.⁵

21 Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market
22 without public advertisement or competitive bidding. Whenever possible, however, at least three (3)
23 documented quotes shall be obtained.⁶

Trousdale County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 06/20/24
		Rescinds: 3.202	Issued: 07/21/22

1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board
3 approval of the district Emergency Preparedness Plan¹ which shall include procedures for bomb
4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and
5 medical emergencies.

6 The principal of each school shall develop and implement emergency preparedness drills which shall
7 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with
8 emergency response agencies.

9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)
11 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
13 throughout the year.²

14 The principal shall ensure that three (3) additional safety drills are given during the school year.³ These
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not
16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in
17 each school's office.³

18 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and
19 shall give all school personnel instructions on how to properly use fire extinguishers.

20 The district shall work with local law enforcement and the local fire department to develop a procedure
21 for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025
22 and shall be reviewed and updated annually thereafter.⁴

23 **ANNUAL DRILLS⁵**

24 The principal shall ensure that the school safety team conducts each of the following type of drills
25 annually:

26 1. An armed intruder drill in coordination with local law enforcement;

27

28 2. An incident command drill; and

29

30 3. An emergency safety bus drill.

1 AED DRILLS⁶

2 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in
3 the event of a medical emergency. The principal shall ensure that the drill occurs.

4 The Director of Schools shall develop the necessary administrative procedures on AED and CPR
5 training, planning, notification, and maintenance to comply with state law.

6 MEDICAL EMERGENCIES/PANDEMIC FLU⁷

7 In the event of medical emergencies such as a pandemic flu outbreak, school officials shall cooperate
8 and consult with the local and state health departments and other local emergency or healthcare
9 providers in protecting students and the community from further infection. The Director of Schools
10 shall develop procedures for health emergencies in accordance with state law.

11 REMOTE LEARNING DRILLS⁸

12 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately
13 reflect how students will transition to remote learning in the event of a disruption to school operations.
14 Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. Public Acts of 2024, Chapter No. 563
5. TCA 49-6-807
6. TCA 49-2-122; TCA 49-6-1208; Public Acts of 2024, Chapter No. 625
7. TCA 49-6-3004(a), (e); TCA 49-5-404
8. TCA 49-2-139

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Trousdale County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 06/20/24
		Rescinds: 3.205	Issued: 06/17/21

1 *General*¹

2 The Director of Schools shall establish procedures to protect schools which shall include, but not be
3 limited to:

- 4 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school
6 facilities or equipment without appropriate supervision;
- 7 3. Controlling the issuance of keys;
- 8 4. Developing programs that contribute to the proper care and use of school facilities and
9 equipment; and
- 10 5. Ensuring that equipment purchased with federal funds is managed as directed by federal law.²

11 All exterior doors leading into a school building shall be locked at all times and access to school
12 buildings is limited to the school's primary entrance during the school day as well as when students are
13 present outside of regular school hours.³

14 The principal shall immediately call law enforcement officials and the Director of Schools in cases
15 involving illegal entry, assault and battery resulting in serious personal injury or involving the use of a
16 weapon, building damage, theft, vandalism endangering life health, or safety, or valid threats of mass
17 violence.⁴ The Director of Schools/designee is authorized to sign a criminal complaint and press
18 charges. The Director of Schools shall report all signing of such complaints to the Board.

19 **AFTER SCHOOL HOURS**

20 All school doors shall be locked and latched after regular school hours. After school sponsors shall
21 ensure that all exterior doors remain locked and latched at all times or an employee of the school is
22 stationed by the door to ensure access is limited only to authorized persons.³

23 **LAW ENFORCEMENT SERVICES**¹

24 The Board may enter into collaborative partnerships with appropriate law enforcement agencies.
25 Partnerships may include, but not be limited to, education and recreational programs, delinquency
26 prevention, and mentoring initiatives.

The Board may enter into a memorandum of understanding (MOU) with the chief of a law enforcement agency to provide school policing. The MOU shall address, at a minimum, the following issues:

1. Any school resource officer (SRO) assigned under the MOU shall be in compliance with all laws, regulations, and rules of the Peace Officer Standards and Training Commission at the time of assignment and remain compliant throughout his/her assignment.
2. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall participate in a minimum of sixteen (16) hours of training specific to school policing. All training programs shall be approved by the Peace Officers Standards and Training Commission.⁵
3. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is subject to that agency's direction, control, supervision, and discipline.
4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent of the Director of Schools.
5. In the event that more than one (1) SRO is assigned to a school district, the law enforcement agency shall designate one (1) of the SROs as the senior SRO. The duties of the senior SRO shall include, but not be limited to, the following:
 - a. Representing and carrying out the policies of the law enforcement agency assigning the SROs;
 - b. Supervising the SROs in the performance of their duties;
 - c. Consulting with the Director of Schools regarding the best use of the available resources for school policing; and
 - d. Resolving disputes between the SROs and students or staff members.
6. The MOU may be effective for any length of time, continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the MOU. However, the MOU shall contain a provision allowing the Director of Schools to suspend the active participation of any SROs in the event that the Director of Schools believes that such suspension is best for the health, safety, or wellbeing of the students or staff members.

CYBERSECURITY⁶

The Director of Schools/designee shall develop an administrative procedure regarding the district's cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

Trousdale County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 06/20/24
		Rescinds: 3.400	Issued: 11/08/08

1 *General*

2 School buses shall be maintained and operated in accordance with state law and in accordance with the
3 specifications developed by the Department of Education and approved by the Department of Safety.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.² Buses shall also include notice in a conspicuous place that only authorized
6 persons shall enter the bus. This notice shall include appropriate contact information in case of an issue
7 on the bus.³

8 To avoid the financial burden of replacing an aging bus fleet at any one time, the Board shall attempt to
9 replace a certain number of buses each year on a rotating basis.

10 All accidents, regardless of the damage involved, shall be reported to the Transportation Supervisor,
11 including incidents in which any part of the bus contacts any other object or vehicle.

12 The Director of Schools shall develop procedures to ensure compliance with the statutory and
13 regulatory requirements for the transportation program.

14 **SCHOOL BUS DRIVERS**

15 Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the
16 school district. The issuance of a certificate to a school bus driver shall be based on the qualifications
17 of school bus drivers as determined by the Director of Schools.⁴

18 Annually, the Board shall require each school bus driver to have a physical and mental examination.
19 The Board shall revoke the certificate of any school bus driver found to be physically, mentally, or
20 morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus
21 driver is convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated
22 vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled substance or
23 analogue.⁵

24 **TRANSPORTATION SUPERVISOR⁶**

25 The Director of Schools shall appoint a Transportation Supervisor for the district. He/she shall be
26 responsible for the monitoring and oversight of the transportation services for the district.

27 The Transportation Supervisor shall complete a student transportation management training program
28 upon appointment. Every year, the Transportation Supervisor shall complete a minimum of four (4)
29 hours of training annually.

The Director of Schools shall ensure that training is completed and provide the Department of Education with appropriate documentation.

COMPLAINT PROCESS⁷

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

All safety complaints shall be submitted in writing to the transportation supervisor by either by mail, email, or by submission of a district provided complaint form. The complaint form shall be located on the district website.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the Transportation Supervisor shall submit a final written report to the Director of Schools that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parent(s)/guardian(s) and students. This information shall be made available in the student handbook.

RECORDKEEPING⁸

The Transportation Supervisor shall be responsible for the collection and maintenance of the following records:

1. Bus maintenance and inspections forms;
2. Bus driver credentials, including required background checks, health records, and performance reviews;
3. Driver training records; and
4. Complaints received and any records related to the investigation and complaints.

Trousdale County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Class Size Ratios	Descriptor Code: 4.201	Issued Date: 06/20/24
		Rescinds: 4.201	Issued: 10/14/99

1 *General*¹

2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
3 exceed the maximum allowed by state law.

4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
6 the career and technical education (CTE) classes in grades six through twelve (6-12) as long as these
7 class sizes do not exceed the maximum class size set for CTE. For grades six through eight (6-8), the
8 class size may be extended, but the class size and average must not exceed those for general education
9 classes in grades seven through twelve (7-12).²

10 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
11 may grant a waiver from the maximum class sizes.

12 The Director of Schools shall apply for additional waivers as needed in compliance with state law.

Legal References

1. TCA 49-1-104; TRR/MS 0520-01-02-.31(4)
2. TCA 49-1-104(g); Public Acts of 2024, Chapter No. 712

Cross References

Graduation Requirements 4.605
 Waivers of Statute, Rules, and Regulations 4.607
 Religious Content of Courses 4.804
 Student Goals 6.100
 Student Concerns 6.305

Trousdale County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: : 06/20/24
		Rescinds: 4.213	Issued: 06/17/21

1 *General*

2 A family life education program shall be implemented within the school district in compliance with state
3 law.¹

4 A parent/guardian who chooses not to have a student participate in the family life education program
5 shall submit such request in writing to the principal. A student who is excused from the program shall
6 be assigned alternative health activities and shall not be penalized academically.

7 **FAMILY LIFE INSTRUCTION**

8 The curriculum for the family life education program shall, in a manner that is age-appropriate and
9 factually and medically accurate, include the following:²

- 10 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 11
- 12 2. Encourage sexual health by helping students understand how the whole person is affected by
- 13 sexual activity as well as other risk behaviors;
- 14
- 15 3. Provide information about human reproduction, including conception, birth, and prenatal care,
- 16 as well as the process of adoption and its benefits;
- 17
- 18 4. Provide information on the family unit and the responsibilities and consequences related to sexual
- 19 activity, including the challenges of single teen parenting;
- 20
- 21 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
- 22 activity;
- 23
- 24 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual
- 25 abuse, including such abuse that may occur in the home, human trafficking in which a victim is
- 26 the child, and internet crimes against children;
- 27
- 28 7. Provide instruction on the prevention of dating violence;
- 29
- 30 8. Encourage communication between parent(s)/guardian(s) and students;
- 31

9. Address the legal aspects of sexual activity with emphasis on the rights of the student; and

10. Include the presentation of a high-quality, computer-generated animation or high-definition ultrasound of a least three (3) minutes in duration that shows the development of the brain, heart, and other vital organs in early fetal development per state academic standards.³

Instruction in topics related to sexual activity are not age-appropriate for students in grades kindergarten through five (K-5) and shall not be taught as part of the family life curriculum. This does not prohibit instruction on detection, intervention, prevention, and treatment of child sexual abuse and human trafficking of children.⁴

The family life education program shall be reviewed annually to ensure that the prohibited items of instruction, as provided for in state law,⁵ are not included in the curriculum.

TRAINING ON INSTRUCTION

Personnel providing family life instruction shall receive training prior to presenting such instruction. Personnel shall conduct such instruction with maturity and discretion.

REPORTING²

At the beginning of each school year, the Director of Schools shall provide the contact information to the Department of Children's Services of each employee or trained professional providing instruction on family life curriculum related to child sex abuse, human trafficking, and internet crimes. The Director shall also report on the curriculum selected by the Board of Education.

Legal References

1. TCA 49-6-1302
2. TCA 49-6-1304; Public Acts of 2024, Chapter No. 571
3. Public Acts of 2024, Chapter No. 795
4. Public Acts of 2024, Chapter No. 970
5. TCA 49-6-1304(b)

Trousdale County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 06/20/24
		Rescinds: 4.301	Issued: 07/20/17

General

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student athletes shall only be allowed to participate in athletic activities or events that align with the student's sex indicated on his/her original birth certificate.² The Director of Schools/designee shall require the parent/guardian to provide the student's original birth certificate prior to participation in any interscholastic athletics. If the original birth certificate is not available or does not indicate the student's sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of the student's sex at birth.

Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport are reasonable. Athletic schedules shall be filed in each principal's office. The principal/designee shall accompany an athletic team on trips. Transportation of teams to athletic games is approved by the Board, provided the team's school reimburses the Board for mileage.

Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of athletics.³ The Director of Schools shall develop a code of conduct for all coaches to follow in order to ensure the health and safety of athletes.⁴

Middle school athletes shall not practice, workout, nor train with or in the proximity of high school athletes at any time during the instructional school year calendar.

No sports competition shall be scheduled on Sundays, except for games required by TSSAA.

INSURANCE & PHYSICAL EXAMINATIONS

In the event that the school's insurance provider does not extend coverage to an athlete, the athlete shall provide proof of independently secured catastrophic coverage and liability coverage, with the school district as a named insured, of not less than the limits set forth in state law.⁵ It shall be the responsibility of the parent(s)/guardian(s) to provide health and hospitalization insurance for all students participating in interscholastic athletics.

Prior to participation in interscholastic athletics, every student shall complete an annual physical examination.⁶ The parent(s)/guardian(s) of each student shall be responsible for covering the cost of the examination, and these records shall be on file in the principal's office.

1 SCHEDULING CONFLICTS

2 No principal or teacher shall dismiss his/her school or any group of students for the purpose of attending
3 the practice of any interscholastic sport during the school day without written permission from the
4 Board.⁷ This does not prevent regular physical training lessons in the daily school program.

5 Students shall not be required to attend a school athletic event, or event related to participation on a
6 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
7 holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior
8 to the event.⁸

9 SEVERE WEATHER⁴

10 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
11 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,
12 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
13 discussed with all players, coaches, and officials, if applicable.

14 All coaches who oversee or participate in outdoor training, practice, or competition shall annually
15 complete a heat illness prevention course approved by the Tennessee Department of Health as well as
16 receive training on activity modifications based on environmental conditions.

17 PROHIBITION AGAINST HAZING

18 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or
19 tolerate hazing activities.⁹

20 HOME SCHOOL STUDENT PARTICIPATION¹⁰

21 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA
22 guidelines. If a school is not a member with these organizations, home school students that are zoned
23 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
24 students.

Trousdale County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 06/20/24
		Rescinds: 4.403	Issued: 07/21/22

General

The school librarian shall be responsible for library collection development. The librarian shall post the list of library materials online. Library materials shall be reviewed to ensure the content aligns with state law. Prior to the purchase of new materials, librarians shall review the age and maturity level along with the reading level of the selected items for suitability.¹ A list of new materials shall be reviewed by the librarian.

The school librarian shall be responsible for periodically reviewing the district's library collection in line with the standards established below. Any materials found to be out of alignment with the standards shall be removed, and this action shall be documented in writing and presented to the Director of Schools and the Board.

STANDARDS²

The library collection shall adhere to the following criteria:

1. Materials shall be suitable for and consistent with the educational mission of the school;
2. Materials shall be appropriate for the age and maturity levels of the students who may access them. The determining factor will be based on an assessment of any mature themes or content (i.e., violence, sexual content, vulgar language, substance abuse);
3. Materials shall contain literary, historical, scientific, and/or artistic value and merit; and
4. The collection as a whole shall offer a variety of viewpoints.

Any materials that meet the following criteria shall be removed and excluded from the district's library collection:

1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess violence, or sadomasochistic abuse as defined in state law³;
2. Are patently offensive as defined in state law; or
3. Appeal to the prurient interest as defined in state law.

The Board shall be notified when any library materials are challenged or removed pursuant to this policy.

COMPLAINTS⁴

If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint shall:

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
3. Inform the principal (and other appropriate personnel).
4. Keep challenged materials available for use during the reconsideration process.

Upon receipt of the completed form, the principal may notify the Director of Schools. The principal may request review of the challenged materials by an ad hoc materials review committee within thirty (30) days. If the principal appoints a review committee, it should include the librarian, representatives from classroom teachers, and one or more parents.

After receiving the challenged materials, the following steps should occur:

1. Read, view, or listen to the contested material in its entirety;
2. Check general acceptance of the material by reading recognized and evaluative reviews;
3. Determine the extent to which the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school; and
4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value.

The principal shall present a recommendation to the Director of Schools. The Director of Schools shall assess the findings along with the recommendation of the principal and present a recommendation to the Board.

The Board shall evaluate the recommendations of the principal and the Director of Schools along with the material to determine whether it is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school. The Board shall review the findings and affirm, overturn, or modify the decision within sixty (60) days from which the feedback was received.

REMOVAL OF LIBRARY MATERIALS

If it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the material shall be removed from the library collection.

Trousdale County Board of Education			
Monitoring: Review: Annually, in December	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 06/20/24
		Rescinds: 4.600	Issued: 07/20/17

The Director of Schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with board-adopted content standards for grades K-8. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform, district-wide, at comparable grade levels, except that the Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3 according to state rules and regulations.¹

The Director of Schools shall submit a copy of the grading and assessment systems to the Board before the system is implemented. These guidelines shall be communicated annually to students and parent(s)/guardian(s).

Conduct grades are based on behavior and shall not be reflected in scholastic grades.

GRADING SYSTEM: GRADES THREE (3) - TWELVE (9-12)²

Schools teaching grades three (3) through twelve (12) shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

This grading system shall be uniform throughout the school district for grades 3-12. Academic progress for grades K-2 in Reading and Mathematics shall be Standards Based and expressed by the following descriptors:

- Exceeds..... Student demonstrates an in-depth understanding of the grade-level concepts, skills, and processes.
- Mets..... Student consistently demonstrates and understanding of grade-level concepts, skills, and processes.

- 1 • Approaching..... Student does not consistently demonstrate and understanding of grade level
- 2 concepts, skills, and processes.
- 3 • Below.....Student does not yet demonstrate an understanding of grade level concepts,
- 4 skills, and processes.

5 Advanced coursework grades shall be weighted with additional percentage points to calculate the
6 semester average. Depending on the course taken, the following percentage points shall be assigned:

- 7 • Local and Statewide Dual Credit – four (4) percentage points;
- 8 • Aligned Industry Certification – four (4) percentage points;
- 9 • Dual Enrollment Courses – five (5) percentage points; and
- 10 • Advanced Placement Courses – five (5) percentage points.

11 Grades given at the end of each nine (9) weeks period will be determined from daily work, homework,
12 written assignments, and assessments. Each teacher will weigh the value of grades given for various
13 assignments and assessments within the applicable period in computing a student's grade. Any
14 assignments and assessments required of a student must be considered in the computation of a
15 student's grade.

16 Semester grades will be determined by an average of grades of each of the two (2) nine (9) week
17 periods, including benchmark assessments. The final grade of the year will be determined by averaging
18 the two (2) semester grades.

19 **LOTTERY SCHOLARSHIPS³**

20 Each school counselor shall provide incoming freshmen with information on college core courses
21 required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT score,
22 etc.) that must be met in order to receive a scholarship.

23 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal
24 Student Aid (FAFSA). The FAFSA is available at the guidance office or online. Students shall be made
25 aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

26 Elementary school counselors shall explain the HOPE Scholarship and its requirements to their students
27 and impress upon them the benefits of making good grades.

28 **LOTTERY SCHOLARSHIP DAY**

29 Each school year, prior to scheduling courses for the following school year, schools teaching students
30 in grades 8-11 shall conduct a lottery scholarship day for students and their parents.

Trousdale County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 06/20/24
		Rescinds: 4.603	Issued: 09/15/22

General

All promotion and retention decisions shall be made on a case-by-case basis and comply with state and federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if applicable.¹

Students who have difficulty in achieving the requirements for promotion may be considered for retention. Schools shall identify these students by February 1st. Factors used to identify students for retention shall include:²

1. Ability to perform at the current grade level;
2. Results of local assessments, screening, or monitoring tools;
3. State assessments, as applicable;
4. Home Literacy Reports;³
5. Overall academic achievement of the student;
6. Likelihood of success with more difficult material if promoted to the next grade;
7. Attendance record; and
8. The student's maturity.

Students may be identified for retention after the February 1st deadline if the delay in identifying a student is due to:⁴

1. Date of enrollment;
2. Additional information acquired after results of local assessment, screening, or monitoring are released; or
3. Student's attendance record

VOLUNTARY RETENTION

A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain his/her student in the current grade level if:

1. The student has a documented academic or behavioral delay; and
2. The parent/guardian believes that retention may benefit the student.⁵

PROMOTION PLANS⁶

When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel.

Promotion plans shall incorporate evidence-based strategies, including expectations and measurements that will verify whether a student has made sufficient progress to be promoted to the next grade level, and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade will include additional requirements for promoting students in these grades. A copy of the plan will be provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the promotion plan.

A student who demonstrates sufficient academic progress according to his/her promotion plan shall be promoted to the next grade level unless retention is required per additional requirements for students in third and fourth grade.⁷

If a student has not demonstrated sufficient academic progress according to his/her promotion plan by the end of the school year, the student shall be eligible to enroll in a summer reading or learning program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10) calendar days prior to the start of the next school year if the student was enrolled in a summer program. However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school year.⁸

RETENTION⁷

A student may be retained when such retention is in the best interests of the student or when retention is required per additional requirements for students in third and fourth grade.

Decision of Retention – General⁹

If a student is retained, the Director of Schools/designee shall develop an individualized academic remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its development. The plan shall include at least one of the following strategies:

1. Adjustment to the current instructional strategies or materials;
2. Additional instructional time;
3. Individual tutoring;
4. Modification to the student's classroom assignment to ensure the student receives instruction from a teacher with a level of overall effectiveness of above expectations (level 4) or significantly above expectations (level 5); or
5. Attendance or truancy interventions.

A student shall not be retained more than once in any grade. The progress of students who are retained shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the school year in which the student is retained. The Director of Schools shall develop procedures to ensure appropriate recordkeeping of students who are retained.

Decision of Retention – Third Grade¹⁰

Third grade students shall not be promoted to the next grade unless they are determined to be proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts (ELA) based on the student's most recent TCAP test.

Students who are not proficient in ELA may still be promoted if the following conditions are met:

1. A student in third grade receiving a performance level rating of “approaching” on the ELA portion of the student's most recent TCAP test may be promoted if:
 - a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
 - b. The student was previously retained in grades K-3;
 - c. The student is retested before the next school year and scores proficient in ELA;
 - d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-test at the end of the camp;
 - e. The student receives tutoring for the entirety of the next school year in accordance with state law; or
 - f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in ELA standards by scoring within the fiftieth percentile on the most recently administered state-provided benchmark assessment and the district provides tutoring services to the student during the entire fourth grade school year and notifies the student's parent/guardian, in writing, of the benefits of enrolling the student in summer programming.
2. A student in third grade receiving a performance level rating of “below” on the ELA portion of the student's most recent TCAP test may be promoted if:

- a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
- b. The student was previously retained in grades K-3;
- c. The student is retested before the next school year and scores proficient in ELA; or
- d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next school year in accordance with state law.

Decision of Retention – Fourth Grade¹⁰

Students in the following categories may be promoted to fifth grade if they demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test:

1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the fourth-grade school year; and
2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the fourth grade school year.

If a student that was promoted to fourth grade under one of the provisions above does not demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

1. The student's principal shall convene a conference consisting of the following parties: the student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.
2. The conference shall review the student's fourth grade ELA performance to determine if the student should be promoted to fifth grade.
3. At the conclusion of the conference, a majority of the parties shall agree to one of the following:
 - a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student's fifth-grade year; or
 - b. The student will be retained in fourth grade. A student shall not be retained more than once in fourth grade.

Decision of Retention – Students with Disabilities¹¹

Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of TCAP was due to the student's disability. The school district shall not retain a student with a disability or a suspected disability that impacts their ability to read.

APPEALS^{8,12}

When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision to retain the student and provided with information on the right to appeal the decision. Appeals shall be made to a committee appointed by the principal within five (5) business days. The student and his/her

parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee shall conduct a hearing within ten (10) business days to determine if the student will be promoted and issue such decision within five (5) business days. Upon notification of the committee decision, the principal shall send written notification to the Director of Schools and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of their right to appeal such action within five (5) business days to the Director of Schools.

The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A decision shall be issued within five (5) business days.

Within five (5) business days of the Director of Schools rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools. The action of the Board shall be final.

For students where retention is required per the additional requirements for students in third and fourth grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.¹³

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. Public Acts of 2024, Chapter No. 829
6. TRR/MS 0520-01-03-.16(6)
7. TRR/MS 0520-01-03-.16(6)(f)
8. TRR/MS 0520-01-03-.16(6)(e)
9. TRR/MS 0520-01-03-.16(6)(g)
10. TRR/MS 0520-01-03-.16(7)
11. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e); Public Acts of 2024, Chapter No. 989
12. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
13. TRR/MS 0520-01-03-.16(7)(f)

Cross References

Credit Recovery 4.210
 Grading System 4.600
 Reporting Student Progress 4.601
 Attendance 6.200
 Student Assignments 6.205
 Homeless Students 6.503
 Student Records 6.600

Trousdale County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date: 06/20/24
		Rescinds: 5.307	Issued: 09/12/96

1 *General*

2 Employees shall be notified of their right to report a physical assault to the appropriate law
3 enforcement agency.¹

4 An employee who is absent from assigned duties as a result of personal injury caused by physical
5 assault or other violent criminal acts committed in the course of the employee's employment duties
6 shall receive his/her full salary and full benefits until the employee is released by his/her physician to
7 return to work or his/her physician determines the employee is permanently unable to return to work.
8 Hourly employees shall receive an amount representing the average number of hours the employee
9 works for the district per pay period along with their full benefits, if available, until the employee is
10 released by his/her physician to return to work or his/her physician determines the employee is
11 permanently unable to return to work. An hourly employee is not eligible to receive the continued pay
12 and benefits if he/she has been employed by the district for less than one (1) full pay period.²

13 If the employee receives workers' compensation or other similar benefits, the Board shall pay the
14 difference between that amount and the employee's full salary or average pay, as applicable.² The
15 district shall pay the full salary or average salary, or the difference between the employee's full salary
16 or average pay, as applicable, and the workers' compensation or similar benefits, if any, for up to one
17 (1) year.

18 **PHYSICIAN STATEMENT**

19 A signed statement listing the cause of the absence shall be provided by the employee on forms
20 furnished by the Director of Schools and shall promptly be given to the immediate supervisor in
21 support of all claims. A certificate from the physician on forms furnished by the Director of Schools
22 may also be required to verify the extent of the injury.³

Legal References

1. Public Acts of 2024, Chapter No. 915
2. TCA 49-5-714(a); Public Acts of 2024, Chapter No. 839
3. TRR/MS 0520-01-02-.04(4)(b)

Cross References

Worker's Compensation 3.602
Sick Leave 5.302
Long Term Leaves of Absence 5.304

Trousdale County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 06/20/24
		Rescinds: 5.701	Issued: 12/16/21

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies until a licensed teacher is available.^{1,2} Substitute teachers may be employed and paid directly by the Board or by a third-party employer through an agreement between such third-party employer and the Board.

Substitute teachers employed by third party entities shall be subject to the same unemployment benefit eligibility conditions as substitute teachers employed directly by the Board.²

APPLICATION/QUALIFICATIONS

Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

Applicants with revoked or suspended licenses or certificates according to the State Board of Education shall not be hired.⁴

Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with board policy, state laws, and State Board of Education rules and regulations.

A list of substitute teacher(s) will be prepared by the Director of Schools who will maintain file(s) which may include transcripts, credentials, recommendations, and other pertinent information.

COMPENSATION

If employed directly by the district, the compensation of substitute teachers shall be determined annually by the Board.

Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same as a retired substitute teacher with an active teaching license. This only applies to teachers who retired after July 1, 2011 through July 1, 2016.⁵

CERTIFICATION

When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught or shall be a retired teacher that held the appropriate endorsement.⁶ When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.¹

EMERGENCY NEEDS

All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day.

Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both positions at the same time.

TRAINING AND ORIENTATION

The Director of Schools shall be responsible for ensuring that there are appropriate training and development programs for substitute teachers that includes the annual school safety training required by state law.⁷

RESPONSIBILITIES

Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited to, bus duty and playground supervision.

RE-EMPLOYMENT/TERMINATION

On an annual basis, the Director of Schools, with input from the principals, shall determine which substitute teachers performed at an acceptable level. Substitute teachers who performed below an acceptable level shall not be re-employed.

All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying the principal and/or third-party employer if they wish to terminate their service as substitutes.

Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14)(C)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
7. Public Acts of 2024, Chapter No. 735; TCA 49-6-805(7)

Cross References

Background Investigations 5.118
Employment of Retirees 5.119

Trousdale County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date: 06/20/24
		Rescinds: 5.802	Issued: 06/21/18

1 **QUALIFICATIONS**

- 2 1. A professional educator's license
- 3
- 4 2. A master's degree in education with a preference for a doctorate degree
- 5
- 6 3. Three (3) years of successful experience in school administration
- 7
- 8 4. Such other qualifications as the Board deems desirable

9 **REPORTS TO:** The Board of Education

10 **SUPERVISES:** All administrative and supervisory personnel in the district

11 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational
12 programs and services

13 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall
14 extend to all activities of the district, to all phases of the educational program, to all aspects of the
15 financial operation, to all facility management, and to the conduct of such other duties as may be assigned
16 by the Board. The Director of Schools may delegate these duties together with appropriate authority but
17 may neither delegate nor relinquish ultimate responsibility for results or any portion of accountability.

18 **ESSENTIAL FUNCTIONS**

19 *General Administrative*

- 20 1. Provides leadership in identification of priorities and assures that all activities reflect those
21 board-established priorities.
- 22 2. Prepares and recommends short and long-range plans for board approval and implements those
23 plans when approved.
- 24 3. Prepares, in conjunction with the Chair, agenda recommendations relative to all matters
25 requiring board action, including all facts, information, options, and reports needed to assure
26 informed decisions. Provides advice and counsel to the Board on matters before it.
- 27 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record
28 of the proceedings of all meetings of the Board and of its official acts.

5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems. Recommends policies or courses of staff action.
6. Develops administrative procedures to implement board policy or for the items deemed necessary for the efficient operation of the schools and disseminates these procedures to appropriate staff.
7. Keeps the Board informed regarding development in other districts or at state and national levels that would be helpful to the district.
8. Ensures that all local, state, and federal standards for the health and safety of the students and staff are maintained and that required reports are maintained.
9. Fulfills all statutory obligations and implements the education laws of the State of Tennessee and the rules and regulations of the State Board of Education.¹

Financial Management

1. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices. Continually assesses business practices to achieve efficiency.
2. Prepares, annually, a budget and submits it to the Board for approval. Presents approved budget to the appropriate local funding body for adoption.
3. Makes appropriate written reports for the Board, detailing all receipts and expenditures of the school funds, and submits them to the local funding body.
4. Ensures that funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

Personnel Administration

1. Establishes lines of authority which shall be approved by the Board and shown on the district organization chart. Lines of authority shall not restrict the practical working relationships of all staff members at all levels.
2. Employs such personnel as may be necessary within the limits of budgetary provisions and recommends to the Board teachers who are eligible for tenure.
3. Develops recruitment procedures to assure well-qualified applicants for professional and non-professional positions.
4. Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.
5. Holds meetings of teachers and other employees as necessary for the discussion of matters concerning the welfare and improvement of the schools.

6. Communicates directly, or through delegation, all actions of the Board relating to personnel matters to all and receives employees' communications to be made to the Board.
7. Evaluates principals annually.
8. Informs the Office of Educator Licensing of licensed educators or educators who have a temporary teaching permit who have been suspended or dismissed, or who have resigned, following allegations of conduct, including sexual misconduct, which, if substantiated, would warrant consideration for license suspension, revocation, or formal reprimand or who have been convicted of a felony. This report shall also be made if the licensed educator has pleaded guilty or nolo contendere to, or has been convicted or otherwise found guilty of such an offense or equivalent offense in another jurisdiction. The report shall be submitted within thirty (30) days.²

Instructional Leadership

1. Serves as the chief school executive. Ensures the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board. Ensures that a system of thorough and efficient education, as defined by state law, is available to all students.
2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in tests and time schedules to be used in the schools.
3. Oversees the timely revisions of all curriculum guides and courses of study.
4. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
5. Conducts a periodic audit of the total school program and advises the Board of recommendations for the educational advancement of the schools.
6. Seeks out available sources for grant funding to support programs and projects.
7. Ensures that the goals of the school district are adequately reflected in its educational program and operations.

Community/Public Relations

1. Promotes community support of the schools. Interprets district programs and services, reports, plans, events, and activities of interest and solicits community opinions regarding school and educational issues.
2. Identifies available community resources and links to social service agencies that support education and healthy child development.
3. Develops strategies to promote parental involvement in their student's education and provides opportunities for parent-teacher interaction.

4. Maintains contact and good relations with local media.

5. Ensures that the district interests will be represented in meetings and activities of municipal and other governmental agencies.

6. Represents the school district and its interests in community organizations, activities, and projects.

TERMS OF EMPLOYMENT: Serves in accordance with the terms of the contract between the Board and the Director of Schools. Salary to be determined by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of state law and the Board's policy on evaluation of the Director of Schools.

GENERAL REQUIREMENTS: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c);
TCA 49-5-106(f); Public Acts of 2024, Chapter No.
577

Cross References

Executive Committee 1.301
Board-Media Relations 1.502
Administrative Procedures 1.601
Administrative Committees 1.602
Administrative Reports 1.603
School District Planning 1.701
Job Descriptions 5.103
Application and Employment 5.106
Evaluation of the Director of Schools 5.803

Trousdale County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date: 06/20/24
		Rescinds: 6.203	Issued: 03/13/13

1 *General*

2 Any student entering school for the first time (including pre-school, kindergarten, those transferring
3 from other school systems at any grade level and those from non-public schools) shall present:

- 4 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;¹
- 5
- 6 2. Evidence of a current medical examination;² There shall be a complete medical examination of
7 every student entering school for the first time. This applies to preschool, kindergarten, first
8 grade and other students for whom there is no health record as a part of their cumulative record;
9
- 10 3. Evidence of state-required immunizations or exemption as authorized by state law;³
11
- 12 4. Two verified proofs of address of parent or legal guardian showing residency within the limits
13 of Trousdale County, Tennessee. (Proof of residency may also be requested at any other time as
14 deemed necessary by the Director of Schools.); and
15
- 16 5. Proof of residency shall include utility bills (gas, electric, and water hook-up verification), and
17 property tax statement, or signed lease agreement, or voter registration, or driver's license with
18 corresponding address.

19 The name used on the records of a student entering school shall be the same as that shown on the birth
20 certificate unless evidence is presented that such name has been legally changed through a court as
21 prescribed by law. If the parent/guardian does not have or cannot obtain a birth certificate, then the
22 name used on the records of such student will be the same as that shown on documents which are
23 acceptable to the principal as proof of date of birth.⁴

24 A child whose care, custody, and support have been assigned to a resident of the district by order of the
25 court shall be enrolled in school provided appropriate documentation has been filed with the central
26 office.⁵

27 A student may transfer into the school district at any time during the year if his/her parent(s)/guardian(s)
28 moves his/her residence into the school district. Those students transferring from outside the State of
29 Tennessee shall provide the above information before attending a Trousdale County school for the first
30 time. Transfers from within Tennessee shall have (30) days from the date of entrance to provide items
31 1, 2, and 3 above.

1 ADJUDICATED DELINQUENT STUDENT⁶

2 A principal may ask a parent/guardian in writing if their student has been adjudicated delinquent for an
3 offense listed in TCA 49-6-3051 within thirty (30) days of the student first enrolling in the school and
4 when any such student:

5 1. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or

6

7 2. Changes schools within this state.

8 This information shall be shared only with school employees who have responsibility for classroom
9 instruction of the student, the school counselor, social worker, or psychologist who is developing a
10 plan for the student while in the school, and the school resource officer. Such information is otherwise
11 confidential and shall not be released to others, and the written notification shall not become a part of
12 the student's record.⁷

Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-01-13-.01(1)(a); 20 USCA § 1232h(c)
3. TCA 49-6-5001(c)
4. TCA 49-6-5106
5. TCA 49-6-3001(c)(6)
6. TCA 37-1-153(e), 154; TCA 49-6-3051; Public Acts of 2024, Chapter No. 721
7. TCA 49-6-3051(d)

Cross References

Admission of Suspended/Expelled Students 6.318
Homeless Students 6.503
Migrant Students 6.504
Students in Foster Care 6.505
Students from Military Families 6.506

Trousdale County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date: 06/20/24
		Rescinds: 6.318	Issued: 08/14/00

- 1 The Board may deny admission of any student (except those in state custody) who has been expelled
- 2 or suspended from another school district in Tennessee or another state even though the student has
- 3 established residency in the district in which he/she seeks enrollment.
- 4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding
- 5 the suspension or expulsion from the former school district. The principal may ask the
- 6 parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in
- 7 TCA 49-6-3051 and submit any records to the Director of Schools.¹ Based on the results of the
- 8 investigation, the Director of Schools shall make a recommendation to the Board to approve or deny
- 9 the request.
- 10 The Board shall not deny enrollment beyond the length of the imposed suspension or expulsion.
- 11 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
- 12 suspended or expelled from the former school district.²

Legal References

1. Public Acts of 2024, Chapter No. 721
2. TCA 49-6-3401(f); 20 USCA § 1232g(b)(4), (h)

Cross References

School Admissions 6.203
Student Records 6.600

Trousdale County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date: 06/20/24
		Rescinds: 6.313	Issued: 06/15/23

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school.¹ Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as behavior intervention and restorative practices as alternate disciplinary practices and shall only use exclusionary discipline as a measure of last resort.² The development of each code shall involve principals and staff members of each level and shall be based on evidence-based behaviors supports and interventions.³

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged.⁴ These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members have the authority to enforce the code of conduct³ and shall ensure that disciplinary measures are implemented in a manner that:⁵

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize positive school climate, restorative practices, behavior intervention planning, building strong brains, and trauma-informed discipline practices. Principals shall use appropriate discipline management techniques when enforcing the code of conduct.

MISBEHAVIORS: LEVEL I

Minor misbehavior on the part of the student which *impedes orderly classroom* guidelines or *interferes with the orderly operation of the school* but which can usually be handled by an individual staff member.

Examples (not an exclusive listing)

- Violations of classroom rules
- Classroom tardiness
- Failure to do assignments or carry out directions
- Open food or drink in school without permission
- Classroom disturbances
- Cheating and lying
- Abusive language
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Conduct that disrupts the peace and good order of the learning environment (impudence, profanity, disorderly conduct, disrespect for authority, etc.)

Disciplinary Procedures

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member determines who committed the offense and if the student understands the nature of the offense.
- The staff member employs appropriate disciplinary options.
- The record of the offense and disciplinary action shall be maintained by the staff member.

Disciplinary Options

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Trauma-informed practices
- Strict supervised study
- Office referral
- After School detention

MISBEHAVIORS: LEVEL II

Misbehavior whose *frequency or seriousness* tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing)

- Continuation of unmodified Level I misbehaviors
- Insubordination (not following the directive of a teacher or staff)
- Disruptive classroom behavior

- Disrespect to a teacher/staff
- Use of foul or abusive language
- School tardiness
- School truancy
- Using forged notes or excuses
- Gambling
- Participation in a school disruption
- Leaving school grounds without permission
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Refusal to accept Level I/II disciplinary actions

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.
- The principal hears the accusation made by the teacher or staff member and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the staff member of the action.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- Office referral
- Peer counseling
- Restorative Practices
- Trauma-informed practices
- Teacher/schedule change
- Alternative School (minimum reassignment for (6) instructional days)
- Saturday school detention
- Suspension from school-sponsored activities or from riding school bus
- Referral to outside agency
- Out-of-school suspension (not to exceed (10) days)
- Corporal punishment

MISBEHAVIORS: LEVEL III

Acts directly *against persons or property* but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing)

- Continuation of unmodified Level I and II misbehaviors

- Fighting (simple) both parties disciplined unless one was attacked for no apparent reason. Minimum reassignment to the Alternative Schools for (6) instructional days.
- Unauthorized photographing and/or videoing during the school day or on school property (including school buses) or during school sponsored events.
- Threats to others
- Use, possession, sale, distribution of vaping products in any form.
- Use, possession, sale, distribution, and/or being under the influence of tobacco or alcohol
- Use, possession, sale, distribution and/or being under the influence of drugs
- Use, possession, sale, or distribution of drug paraphernalia (including rolling papers).
- Prescription policy violation
- Vandalism (minor) – full restitution required
- Stealing
- Unauthorized use of school or district website, images, emblems, etc.
- Destruction of school property – full restitution required
- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment⁶
- Indecent exposure
- Sexual misconduct
- Possession or detonation of an incendiary or explosive material (poppers, firecrackers, stink bomb, smoke bomb, etc.)
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing.
- Refusal to accept Level I/II/III disciplinary actions

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.
- The principal hears the accusation and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the staff member of the action.
- The principal may refer the incident to the Director of Schools and make recommendations for consequences.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- Saturday school detention
- Alternative School (minimum reassignment for (7) instructional days)
- Suspension from school-sponsored activities or from riding school bus
- Restorative Practices

- Trauma-informed practices
- Out-of-school suspension (not to exceed (10) days)
- Expulsion
- Restitution from loss, damage, or stolen property
- Social adjustment classes
- Transfer
- Corporal punishment

MISBEHAVIORS: LEVEL IV

Acts which result in *violence to another's person or property* or which *pose a threat to the safety of others in the school*. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.⁷

Examples (not an exclusive listing)⁸

- Continuation of unmodified Level I, II, and III misbehaviors
- Verbal threat to do bodily harm. (including written statements).
- Electronic threat to cause bodily injury or death to another student or school employee.
- Transmission by an electronic device any communication containing a threat that creates a substantial disruption at school that it requires administrative intervention.
- Fighting (bodily harm inflicted) both parties disciplined unless one was attacked for no apparent reason. Assailant shall be expelled for a minimum of (30) instructional days.
- Possession of unauthorized substances (e.g. any controlled substance, controlled substance analogue, or legend drug) *
- Threat of mass violence on school property or at a school-related activity*
- Bomb threat*
- Possession/use/transfer of dangerous weapons *
- Aggravated assault*
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*
- Death threat
- Assault
- Vandalism (major) (full restitution expected)
- Theft, possession, and/or sale of stolen property (full restitution expected)
- Extortion
- Arson
- Use/transfer of unauthorized substances
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing).

- Being present on school property, on a school bus or at a school sponsored event or activity under the influence of an illegal drug, controlled substance or alcohol.

Disciplinary Procedures

- Law enforcement officials and the Director of Schools are immediately contacted, if applicable.⁹
- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Recommendations are made to the Director of Schools.
- The principal notifies the staff members of the resolution.
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

Disciplinary Options

- Expulsion
- Alternative School (minimum reassignment for (6) instructional days)
- Restorative Practices
- Trauma-informed practices
- Other hearing authority or Board action which results in appropriate placement

* Designates zero tolerance offenses.

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-2802
8. TCA 39-16-517; TCA 49-6-3401(g); Public Acts of 2024, Chapter No. 882; Public Acts of 2024, Chapter No. 915;
9. Public Acts of 2024, Chapter No. 882

Cross References

Security 3.205
 Traffic and Parking Controls 3.403
 Procedural Due Process 6.302
 Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
 Title IX & Sexual Harassment 6.3041
 Interference/Disruption of School Activities 6.306
 Bus Safety and Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310
 Corporal Punishment 6.314
 Detention 6.315
 Suspension 6.316
 Safe Relocation of Students 6.4081

Trousdale County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 06/20/24
		Rescinds: 6.309	Issued: 02/16/23

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:¹

1. Bringing to school or being in unauthorized possession of a firearm on school property;²
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;³
3. Aggravated assault;⁴
4. Assault that results in bodily injury⁵ upon any teacher, principal, administrator, any other employee of the school, or school resource officer; or
5. Valid threats of mass violence on school property or at a school-related activity as determined by a threat assessment team.⁶

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.⁷

When it is determined that a student has violated this policy, the principal shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.⁸

Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 39-16-517; TCA 49-6-3401(g)(2)(D); Public Acts of 2024, Chapter No. 882
7. TCA 49-6-3401(g)(2); TCA 49-6-3402
8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1); Public Acts of 2024, Chapter No. 882

Cross References

Threat Assessment Team 3.204
 Code of Conduct 6.300
 Drug-Free Schools 6.307
 Suspension 6.316
 Student Disciplinary Hearing Authority 6.317
 Alternative Education 6.319
 Safe Relocation of Students 6.4081

Trousdale County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Suspension	Descriptor Code: 6.316	Issued Date: 06/20/24
		Rescinds: 6.316	Issued: 07/16/20

1 *General*

2 A principal may suspend a student from attendance in a specific class or school related activity without
3 suspending the student from attendance at school. Based on the severity of the offense, a principal may
4 suspend a student from attendance at school and all school-sponsored activities including riding a bus.
5 activities.

6 Students may be suspended for good and sufficient reasons including, but not limited to:¹

- 7 1. Willful and persistent violation of the rules of the school;
- 8 2. Immoral or disreputable conduct, including vulgar or profane language;
- 9 3. Violence or threatened violence against the person of any personnel attending or assigned to any
10 school;
- 11 4. Willful or malicious damage to real or personal property of the school or the property of any
12 person attending or assigned to the school;
- 13 5. Inciting, advising, or counseling of others to engage in any of the action that would justify
14 suspension;
- 15 6. Marking, defacing, or destroying school property;
- 16 7. Possession of a pistol, gun, or firearm on school property;²
- 17 8. Possession of a knife or other weapons, as defined in state law, on school property;³
- 18 9. Assaulting a principal, teacher, school bus driver, or other school personnel with vulgar,
19 obscene, or threatening language;
- 20 10. Unlawful use or possession of barbitol or legend drugs as defined in state law;⁴
- 21 11. Engaging in behavior which disrupts a class or school-sponsored activity;
- 22 12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
23 explosive or destructive device including chemical weapons on school property or at a school-
24 sponsored event, or an invalid threat of mass violence;⁵

13. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
14. Assault against a school employee as defined in state law;⁶
15. Off-campus criminal behavior resulting in felony charges;
16. When behavior poses a danger to persons or property or disrupts the educational process;
17. Any other conduct prejudicial to good order or discipline in any school.

Except in an emergency, a principal shall not suspend any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

If, as a result of an investigation, a principal/designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense of, may have been facing the threat of imminent danger of death or serious bodily injury, then the student may not face any disciplinary action.⁵

When a student is suspended, the principal shall notify the parent(s)/guardian(s) and the Director of Schools of the following:

1. Student's suspension;
2. Cause for the suspension; and
3. Any conditions for readmission which may include a meeting of the parent(s)/guardian(s), student, and the principal.

If a student is suspended during the last ten (10) days of any term or semester, he/she shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.⁶

AFTER-SCHOOL DETENTION:

After-School and Saturday-School suspension shall be offered to students as an alternative program to complete academic assignments and receive credit for work completed.

Personnel responsible for in-school suspension shall ensure that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students shall be required to complete academic assignments and shall receive credit for work completed.

SUSPENSIONS LONGER THAN FIVE DAYS⁸

If a suspension is longer than five (5) days, the principal shall develop and implement a plan for improving the student's behavior.

1 SUSPENSIONS LONGER THAN TEN DAYS⁹

2 If the principal suspends a student for longer than ten (10) days, he/she shall immediately give written
3 notice to the parent(s)/guardian(s) and the student of the right to appeal the decision. All appeals shall
4 be filed within five (5) days of receipt of the notice. These appeals may be filed by the
5 parent(s)/guardian(s), the student, or any person holding a teaching license who is employed by the
6 school district if requested by the student.

7 The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board. If
8 a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the Board.

9 SCHOOL-SPONSORED EVENTS⁶

10 If a student assaults an employee, he/she shall be suspended from school-sponsored events for one (1)
11 calendar year unless modified by the Director of Schools. A school-sponsored event is an activity that
12 is not directly related to a student's grade in a course of instruction.

Legal References

1. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
2. TCA 39-17-1309(b)
3. TCA 39-17-1309
4. TCA 53-10-101; TCA 39-17-454
5. Public Acts of 2024, Chapter No. 882
6. Public Acts of 2024, Chapter No. 915; TCA 39-13-101
7. TCA 49-6-3401(i)
8. TCA 49-6-3401(d)
9. TCA 49-6-3401(b)
10. TCA 49-6-3401(c)(3)
11. TCA 49-6-3401(a)-(c); Goss v. Lopez, 419 U.S. 565 (1975); 20 USCA § 1415

Cross References

Traffic and Parking Controls 3.403
Code of Conduct 6.300
Procedural Due Process 6.302
Interference/Disruption of School Activities 6.306
Drug-Free Schools 6.307
Bus Safety and Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Code 6.310
Student Disciplinary Hearing Authority 6.317
Alternative Education 6.319

Trousdale County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: 06/20/24
		Rescinds: 6.409	Issued: 07/21/22

General

The Director of Schools shall:¹

1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school and submit this information to the Department of Children's Services;
2. Require that the Coordinator and the Alternate receive appropriate training;
3. Supply the Coordinator with all necessary resources;
4. Ensure that all employees working directly with students annually complete the child abuse training program required by state law.²

The Coordinator shall assist any employee with appropriately reporting and responding to instances of child abuse or child sexual abuse.

REPORTING

All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed immediately with the Coordinator, the Department of Children's Services (DCS), and law enforcement.⁴ When alleged abuse involves someone employed by, previously employed by, or otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement prior to notifying the Coordinator.⁵

The report shall include, to the extent known by the reporter:⁶

1. The name, address, telephone number, and age of the child;
2. The name, telephone number, and address of the parents or persons having custody of the child;
3. The nature and extent of the abuse or neglect; and
4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

The Director of Schools shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.

1 CONFIDENTIALITY

2 District employees shall keep all information regarding any child abuse confidential in accordance
3 with state law.

4 INVESTIGATIONS

5 School administrators and employees have a duty to cooperate, provide assistance, and information in
6 child abuse investigations⁷ including permitting DCS teams to conduct interviews while the child is at
7 school. The principal may control the time, place, and circumstances of the interview but may not
8 insist that a school employee be present even if the suspected abuser is a school employee or another
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

Legal References

1. TCA 49-6-1601; Public Acts of 2024, Chapter No. 571
2. TCA 37-1-408
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. TCA 49-6-1601(d)(1)(B)(v)
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041
Promoting Student Welfare 6.400

Trousdale County Schools

Vistors Code of Conduct

This Code of Conduct applies to all families, volunteers and visitors who interact with schools and offices in the Trousdale County school district. It also applies to those who are present at school, in person or virtually, and at school-sponsored activities, meetings, and/or related functions during and after regular school hours.

In order to create a positive school climate for all students, there is an expectation for all stakeholders to work together in *ensuring that every student attains high academic achievement, positive, social and emotional development, and gains readiness for college and careers as well a productive life.*

I. Guidelines

In order to maintain an orderly, respectful and secure educational environment for students and staff, it is essential that families and visitors are aware of their responsibilities and understand that adherence to these guidelines is essential for each school. Penalties for lack of adherence to this Vistors Code of Conduct shall be enforceable by the board of education and by local law enforcement officers if necessary.

II. Responsibilities

1. Recognize that the education of children is a joint responsibility of families and the school community;
2. Build mutually respectful and productive relationships with administrators, teachers, school staff, bus drivers, and other families;
3. Model, for students, appropriate behavior and adherence to policies and procedures;
4. Seek assistance for handling concerns, always allowing for the opportunity for school leadership to address concerns; start at the school level with the classroom teacher and then alert the principal when you have concerns with a teacher or other school-related issues.

III. Public Conduct on School Property

Schools are a place of work and learning. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner at all times. The Principal is responsible for all persons in the building and on school grounds. Anyone who is not a regular staff member or student of the school is considered a “visitor.” All visitors are required to abide by the rules for public conduct on school property established by procedures, state law, and school board policy.

All visitors shall provide a copy of a government-issued identification, which includes the visitor’s name, date of birth and photo, to the school office to be recorded. Persons who do not provide required identification will not be permitted on the premises.

Visitors may be escorted and/or accompanied by a school employee throughout their visit. Visitors are required to wear a visitor’s identification badge throughout their visit.

IV. Prohibited Conduct on School Property

No person shall:

1. Curse or use obscenities;
2. Disrupt or threaten to disrupt the school or operations of the school;
3. Act in an unsafe manner that could threaten the health or safety of others;
4. Use verbal, gestures, or written statements indicating intent to harm an individual or property.
5. Threaten to physically attack any person or to damage property;
6. Record or videotape any interactions within the school building where there is an expectation of privacy (classroom instruction, conversations with teachers, students, staff), unless all participants to the conversation have given their permission for the recording or videotaping;
7. Disrupt school transportation or confront transportation staff on the bus, or at a bus stop;

8. Intimidate, harass or discriminate against any person on the basis of race, color, national origin, citizenship status, marital status, religion, age, sex, gender identity, sexual orientation, disability or age;
9. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
10. Violate the traffic laws or parking regulations while on school property;
11. Possess, consume, or distribute alcoholic beverages, tobacco products, vaping products, controlled substances, or be under the influence while on school property or at school functions;
12. Possess firearms or dangerous weapons while on school property or at any school function;
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;

V. Consequences for Violating the Code of Conduct

Principals and school security have the authority to enforce the Visitors Code of Conduct as well as all district policies and procedures and are authorized to remove violators from the school.

Depending upon the severity of the incident, visitors may be removed from or otherwise banned from campus, and/or attendance at school-sponsored activities. In situations involving lesser infractions or where remediation is viable, a verbal warning will be provided. Should a visitor fail to adhere to the verbal warning, a ban or other restrictions designed to deter the conduct shall be imposed. No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet the child's educational needs, nor will a parent/guardian be excluded from meetings regarding their child's education and performance.

VI. Right to Appeal

Visitors have the right to appeal the decision of the Principal by submitting a written request with supporting evidence to the Director of Schools within five (5) calendar days of the imposition of the consequence. Upon receipt of a request to appeal, the Director of Schools shall, within five (5) calendar days, issue a written finding to either uphold, amend or abolish the ban. If the Director of

Schools upholds the decision of the principal, an appeal is available through the Board of Education.

VII. **Questions?** Please visit our website: www.tcschools.org

- **Trousdale County Elementary School – 615-374-3752**

Demetrice Badru – demetricebadru@tcschools.org

- **Jim Satterfield Middle School – 615-374-2748**

Landon Gulley – landongulley@tcschools.org

- **Trousdale County High School – 615-374-2201**

J Brim McCall – jmccall@tcschools.org

Trousdale County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Use of Artificial Intelligence Programs	Descriptor Code: 4.214	Issued Date: 06/20/24
		Rescinds:	Issued:

General

Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the district.¹

Only approved AI programs may be utilized in student instruction or in completing student work. The Director of Schools shall develop a procedure for staff to submit additional programs for approval.

The district technology supervisor shall be tasked with overseeing the implementation of AI programs. School assistant principals will review artificial intelligence programs to ensure compliance with district policies as well as state and federal student data privacy laws and present recommendations to the Director of Schools for approval. Any approved programs shall be accessible to all students.

Employees shall not place personally identifiable information, financial information, intellectual property, or other confidential information into an AI system.

The Director of Schools shall incorporate training programs on AI into professional development for district staff. This training shall focus on responsible use of AI and best practices for use in school settings and include instruction regarding personally identifiable information and the need to comply with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and properly storing any data that is collected by the district in compliance with state and federal law.

STAFF USE

Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting communications, notes, images, and the development of content for instructional or administrative purposes, as well as analyzing data and information. The following requirements shall be adhered to when using AI in the completion of work:

1. Employees shall disclose their use of a generative AI tool if failure to do so would:
 - a. Violate the terms of the use of the AI tool;
 - b. Would mislead a supervisor or others as to the nature of the work; or
 - c. Would be inconsistent with the teacher code of ethic;²
2. Employees shall take all reasonable precautions to ensure the security of private student data when utilizing AI programs;

3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in order to reduce the risk of errors and inaccuracies;

4. Outputs shall not be incorporated into proprietary content or works; and

STUDENT USE

Teachers may allow students to use approved AI programs for instructional purposes. Any such use shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall ensure students are provided with appropriate instruction on the responsible use of AI.

ACADEMIC INTEGRITY

Students shall be instructed on responsible use standards including but not limited to the following:

1. Effective use of generative AI;
2. When it is appropriate to use AI in assignments;
3. How to determine whether AI responses are accurate;
4. Users assume responsibility for incorporating AI content responsibly; and
5. The difference between cheating and seeking support.

NOTICE TO PARENTS

The Director of Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in the district. An approved list of AI programs will be provided by in the student handbook.

REPORTING

The Director of Schools shall submit a report to the Board of Education each June on how this policy will be enforced in the upcoming school year. The Board shall approve the report and the Director shall submit it to the Department of Education by July 1st.

Legal References

1. Public Acts of 2024, Chapter No. 550
2. TCA 49-5-1001

Cross References

Use of the Internet 4.406

Trousdale County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Opioid Antagonist	Descriptor Code: 6.4052	Issued Date: 06/20/24
		Rescinds:	Issued:

1 *General*

2 The school district shall maintain an opioid antagonist at each school in at least two (2) unlocked,
3 secure locations to be administered to any student believed to be having a drug overdose.¹ The opioid
4 antagonist shall be stored in accordance with the manufacturer's instructions.² School nurses and other
5 school personnel expected to provide emergency care to students shall be trained according to the
6 Tennessee Department of Health guidelines. The school nurse or other trained school personnel may
7 utilize the school's supply of opioid antagonists to respond to a drug overdose under a standing
8 protocol from a physician.

9 School district staff shall not prohibit a student, employee, or visitor from possessing an opioid
10 antagonist while the person is on school property or attending a school-sponsored activity held at a
11 location that is not school property.²

12 **PARENTAL NOTIFICATION**

13 The school district shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist
14 has been administered.

15 **PROCEDURES**

16 The Director of Schools shall develop procedures for the maintenance and usage of opioid antagonists
17 as well as procedures regarding record keeping and reporting after any incident.

Legal References

1. State Board of Education Policy 4.205; TCA 49-50-1604
2. Public Acts of 2024, Chapter No. 629